



MIAMI BEACH

Announcement of Open Position

CLERK TYPIST

1,063.945 BI-WEEKLY SALARY

Open: 03/20/2006 8:30 AM

Close: Until Filled

NATURE OF WORK

Responsible and varied clerical work which involves moderately complex work methods and procedures and requires proficiency in the use of the word processor and/or typewriter.

MINIMUM REQUIREMENTS

Six (6) months full-time verifiable public contact experience. Type 30 correct words per minute.

EXAMINATION

PART I - Typing Test. NOTE: You must pass Part I Typing test to qualify for Part II Written test.

PART II - Written Test. May include data comparison, English usage, vocabulary, spelling, following instructions, math, filing, coding and supervision.

Part I Typing Test:

Place of Typing Test:

April 10, 2006. To be scheduled at the time of application
"Old" City Hall, 1130 Washington Avenue, 3rd Floor

Part II Written Test:

Place of Written Test:

April 20, 2006. 1:15 - 2:15 (sign in by 1:00)**

** Must sign in no later than 15 min previous to start time
Miami Beach Convention Center - Hall B, Room 129

This position represented by: C.W.A. (Communications Workers of America)

TO APPLY

IN PERSON

MONDAY THROUGH THURSDAY BETWEEN 8:30 AM AND 5:00 PM

MIAMI BEACH CITY HALL
Human Resources Department
3rd Floor
1700 Convention Center Drive
Miami Beach, FL 33139

FAXES NOT ACCEPTED

CLASS NO: 2109

UC NO: XXXXX

EOE/AA/ADA/VET PREF